

**Memorandum of Understanding
between the
BOARD OF SELECTMEN
and the
LIGHT & WATER BOARD OF COMMISSIONERS
of the Town of Littleton**

RE: Permanent Municipal Building Committee Construction Administrator Services

This MEMORANDUM OF UNDERSTANDING is made and entered into as of ___ August, 2008 by and between the Board of Selectmen of the Town of Littleton, hereinafter referred to as the "Town," and the Light & Water Board of Commissioners of the Town of Littleton, hereinafter referred to as "LELWD."

1. LELWD agrees to provide the Town with construction administrator services for the Town's Permanent Municipal Building Committee (PMBC) to assist said committee in the management and oversight for all phases of construction from pre-startup through project close-out including but not limited to the day-to-day project management and all other related work as required.
2. The Construction Administrator shall be an employee of LELWD and subject to the direction of its general manager. The employee assigned must be knowledgeable in all Massachusetts General Laws (M.G.L.), having applicability to business conducted by the PMBC, applicable to public construction, including but not limited to bidding, advertising, roles and responsibilities of architects, owner's project managers (OPMs), general contractors and subcontractors.
3. The services to be provided hereunder shall include the following:
 - a. Provide assistance in preparing and issuing RFQs, RFPs, bid award notifications, contract execution, contract and subcontract change orders, monthly progress billings and contract closeout at completion of projects.
 - b. Advise PMBC on compliance with all state regulations concerning public construction.
 - c. Answer general bid inquiries and coordinate/oversee bid process, including preparation of bid packages, submittal to Central Register/CommPASS, reception of bids, and record same, attendance at openings, recording of results and responsible for receipt and accountability of bid (\$) deposits.
 - d. Monitor all pay requisitions from architects, OPMs and general contractors.
 - e. Submit invoices to Town Accountant and state agencies as required, per M.G.L. and/or School Building Assistance Program.
 - f. Post all meetings in accordance with open/public meeting law.
 - g. Prepare agenda. Prepare warrant of invoices presented for payment. Prepare and distribute all documentation required for Committee action, including minutes, reports, schedules, budgets, contracts, invoices, etc. Retain copies of all. Maintain PMBC web page.
 - h. Review and distribute construction schedules as required.
 - i. Direct all correspondence related to multiple projects to appropriate responsible party.
 - j. Assist PMBC project job managers in performing their assignments, field all calls to the PMBC office, provide answers or direct call to appropriate party. Create tracking log.

- k. Through the Town Administrator, confer with Town Counsel and Town Insurance Agent as required.
 - l. Submit final contractor evaluation ratings to DCAM.
 - m. Conduct site visits as required or appropriate.
 - n. Ensure that architect and OPM properly prepare and submit change orders, invoices, and status reports prior to meetings.
 - o. Prioritize work effectively, independently, with good follow-up and a strong emphasis on accuracy.
 - p. Process all accounts payable; prepare warrants for approval; prepare warrant for Town Accountant and ensure completion of the warrant on a timely basis. Prepare written reports to the PMBC.
 - q. Regular attendance and punctuality at the workplace.
 - r. Perform similar or related work as required, directed or as situation dictates.
4. The Town shall pay LELWD one thousand, two hundred fifty dollars (\$1,250) per month for said services.
 5. This agreement may be cancelled by either party upon thirty (30) days written notice to the other.

In witness whereof, the parties hereto have caused this Memorandum of Understanding to be executed on the day and year first above written.

Town of Littleton

Town Administrator

Littleton Electric Light & Water Department

LELWD General Manager

I hereby certify that adequate funding in the amount to cover the total cost of this Memorandum of Understanding is available

Town Accountant

9/23/08